

**USPHS Pharmacist Professional
Advisory Committee (PharmPAC)
Mentoring Program**

**Commissioned Corps Pharmacy
Mentoring Network (CCPMN)
Program Guide**

September 2023

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Commissioned Corps Pharmacy Mentoring Network (CCPMN) Program Guide

A. Introduction

We congratulate you on participating in the Commissioned Corps Pharmacy Mentoring Network (CCPMN) Program. This Guide has been developed to provide information about best practices to build a successful mentoring relationship for all parties involved. Your participation is crucial to the success of the United States (U.S.) Public Health Service Commissioned Corps (“Corps” or “USPHS”) in creating trained, competent, and well-informed pharmacy officers capable of transitioning into leadership positions and carrying out the goals of the USPHS. The CCPMN Program is a mechanism to allow USPHS officers to achieve professional and personal growth, as well as develop leadership.

The CCPMN was formed in 1996 as a six-month formal, voluntary, one-on-one mentoring program for active-duty Public Health Service (PHS) pharmacy officers. The program is open to all qualified active duty PHS officers appointed into the Pharmacist Category and is designed for a mentor (an experienced officer, typically O-4 grade or above) to provide guidance to a mentee (a less-experienced officer, typically O-5 grade or below) on navigating the Corps, career goals, and professional development. The professional relationship assists in developing specific skills and knowledge that will benefit both the mentee’s and mentor’s growth.

B. Roles, Responsibilities, and Suggestions

To ensure the success of the CCPMN Program and to create a positive mentoring experience, both the mentor and mentee have equal responsibility to remain active and committed participants. The following guidelines are recommended to ensure a successful and long-lasting relationship between the mentor and mentee. The mentor and mentee should refer to the Mentoring Tools located at https://dcp.psc.gov/OSG/pharmacy/sc_career_mentoring_4.aspx and the Forms provided at the end of this Guide.

1. Mentor

A mentor is an experienced and trusted PHS officer who provides knowledge about many subjects of interest to a less-experienced officer, including health care, active-duty benefits, uniform wear, military courtesies, deployments, awards, mobility, career progression, promotion process, USPHS-wide activities (e.g., Chartered Advisory Groups (CAG), Pharmacist Professional Advisory Committee (PharmPAC) activities, and professional organizations). While a mentor may not have all the answers, the mentor should be capable of referring a mentee to a source of appropriate information or make a reasonable effort to research and share the information at a later time with the mentee. The mentor must be available to serve for a period of six months.

Roles of the Mentor*

- **Role model:** Serve as a living example of values, ethics, and professional practices of the USPHS. Help the mentee strive for high standards of professionalism, solid work ethics, and a positive attitude.
- **Teacher:** Help mentee assess their career goals and outline plans to achieve them. Identify their strengths and weaknesses, what they value, and what they want to become, and share your experience, knowledge, and insight.
- **Guide/Advisor:** Help mentee develop professional interests and set realistic career goals. Provide guidance in navigating the politics, norms, and unwritten rules of the organization, while aiding with networking and identifying strategies for achieving your mentee's career goals and objectives.
- **Counselor:** Establish a trusting, open relationship, and help the mentee explore solutions to problems by actively listening, keeping confidence, and sharing your own lessons learned.
- **Sponsor:** Create opportunities for the mentee to professionally grow and/or connect them to whoever is an expert in the area the mentee is interested in.
- **Motivator:** Help the mentor be encouraging, inspiring, supportive, and available; provide positive feedback. Empower the mentee by offering suggestions, options, support, and positive feedback, but allow the mentee to make the final decision.

Responsibilities of the Mentor*

- Take the initiative to invite your mentee to meet within 2 weeks of notification of the match.
- At the beginning, spend time discussing each person's expectations of the mentoring experience and contributions while participating in the program.
- Plan and organize before meetings with the mentee. The "CCPMN Mentor & Mentee Workflow Guide" (Appendix A) should facilitate meetings and help ensure that identified topics are covered within the six-month time frame.
- Complete and submit the Mentor Agreement to the [CCPMN mailbox \(PharmPACMentoring@gmail.com\)](mailto:PharmPACMentoring@gmail.com).
- Actively listen; be open, flexible, and understanding; keep conversations confidential.
- This mentoring program is to help the mentee grow and learn and maintain an open mind that you also learn and benefit from this program.
- Continually evaluate how well you are meeting the goals and purpose of the connection.
- Provide constructive and specific feedback of the experience at the conclusion of the six-month mentoring period.

2. Mentee

A mentee is a committed and motivated Corps officer who is willing to work and take responsibility for their career development and professional growth. A mentee should be honest, open, and receptive to the guidance his/her mentor has to offer. The mentee must also be available to serve for a period of six months.

Roles of the Mentee*

- **Learner:** Take advantage of the opportunity to grow and take in new information. Actively solicit feedback and practice what you learned. Try out mentor's suggestions and recommendations.
- **Planner:** Plan how interactive the mentoring connection will be. Have a sense of personal direction with realistic, identifiable goals and an idea of how to achieve them.
- **Communicator:** Openly communicate your thoughts, goals, challenges, and concerns.
- **Driver:** Maintain the momentum of your own learning and follow through on developmental activities. Take the initiative to ask for help or advice, when needed.

Responsibilities of the Mentee*

- Reach out and initiate contact with your mentor to meet, especially if you have not heard from the officer within 2 weeks of notification of the match.
- Be proactive and actively seek out your mentor when you need guidance or advice with a challenging situation. Think ahead and contemplate career goals (short-, mid-, long-term) and objectives. Interact with mentor to achieve desired goals.
- Communicate openly with the mentor. Be eager to learn and take advantage of the information and suggestions offered.
- Listen actively and be open to constructive and positive feedback. Consider all suggestions and options with an open mind. Respect mentor's confidence and trust.
- Be responsible and always be considerate and respect mentor's time. Express appreciation for assistance given and make only positive or neutral comments about the mentor to others.
- Provide constructive feedback of the experience at the conclusion of the six-month mentoring period.

3. Suggestions:

- Take responsibility. It takes two to have a successful mentoring relationship.
- Schedule meetings in advance. If there is a scheduling conflict, notify the mentor/mentee immediately and reschedule. The importance of these meetings should not be minimized.
- Frequent communication is crucial in establishing a strong connection with your mentor/mentee. Meet or communicate frequently, via virtual meeting, phone calls, or emails, and check in with one another regularly.
- Work together to establish ground rules and expectations for the relationship during the first meeting. The "CCPMN Mentor & Mentee Workflow Guide" (Appendix A) should help direct the meeting.

- Keep a log or journal of the mentoring meetings and experiences. Consider using Section 3 of “CCPMN Mentor & Mentee Workflow Guide” (Appendix A) to keep track of topics covered.
- Augment the CCPMN experience by participating in personal development classes and workshops available through the Agency, USPHS, or community.
- Tailor the mentoring activities to minimize the impact on agency work and responsibilities.
- Notify the [CCPMN mailbox \(PharmPACMentoring@gmail.com\)](mailto:PharmPACMentoring@gmail.com) in instances of a mentoring mismatch. Either party has the option of terminating the relationship for any reason, expressed or not. We recognize that some mentoring relationships may not meet the expectations of the mentor and/or mentee and we will make every effort to reassign either party.
- Remember to complete and submit the CCPMN Evaluation Form (Appendix D or E) at the end of the six-month mentoring relationship.
- Prepare yourself to move beyond your mentoring connection once it has served its purpose. Be sure to end on a positive ground.
- After the completion of your six-month program, make reasonable attempts to remain in touch with your mentor/mentee and share your progress. Ideally, you now have a life-long confidant that can make a difference in your career or personal life.

4. Providing Feedback*

Feedback is a way of helping another person to consider changing their behavior. It is communication to a person which provides that person information about how they affect others. As in a guided missile system, feedback helps an individual keep their behavior "on target" and thus better achieve their goals. As a mentee, make sure you ask for feedback from your mentor, and use the advice or guidance to grow further.

- Should be descriptive rather than evaluative.
- Should be specific rather than general.
- Should be reciprocal, taking into account the needs of both the receiver and the giver of feedback.
- Should be directed toward behavior which the receiver can do something about.
- Should be solicited, rather than imposed.
- Should be timely and provided at the earliest opportunity after the given behavior.
- Should be checked to ensure clear communication. Ask the receiver to rephrase the feedback received to see if it corresponds to what the sender had in mind.

C. Benefits

The mentee, the mentor, as well as the USPHS benefit from active participation and utilization of the CCPMN.

1. Benefits to Mentees

- Development of an interpersonal professional relationship with a caring, informed, and supportive advisor.
- Direction in navigating a complex organization, and guidance in understanding the political and cultural environment of the Corps, as well as the duty station.
- Ability to receive constructive feedback leading to personal and professional growth and development.
- Direction in defining and achieving career goals.
- Sound advice and information from an objective and credible source.
- Possibility of building a long-term relationship with the mentor and receiving continued advice and support throughout the mentee's career.

2. Benefits to Mentors

- Satisfaction in helping the mentee define and achieve career/professional goals and objectives.
- A sense of pride from observing the development of the mentee.
- An opportunity to improve interpersonal communication, motivation, coaching, counseling, and leadership skills, and expand professional network.
- An opportunity to impart valuable information, expertise, and wisdom to a receptive, less-experienced officer, and help shape and develop tomorrow's public health leaders.
- Exchange of information and opportunity to learn from the mentee.

3. Benefits to the Commissioned Corps

- Maintenance and continued development of public health leadership.
- Improvement in retention rate of competent pharmacy officers.
- Development of a more savvy, confident cadre of officers well versed in the culture and politics of the Commissioned Corps and the USPHS.
- Assistance in the cultivation of strong officers in the formative years of officership.

D. Qualifications

1. Mentor

- Appointed to the Pharmacist Category for at least 3 years and in the rank of O-4 or above.
- Currently in good standing with the Corps with no adverse personnel actions.
- Basic ready.
- Supervisory approval.
- Submitted the "Mentoring Program Application" available as Appendix B or located on the CCPMN Web Page (https://dcp.psc.gov/OSG/pharmacy/sc_career_mentoring.aspx).

- Prepared to initiate communication with the mentee within 2 weeks of receiving a match notification from the CCPMN Coordinator via the [CCPMN mailbox \(PharmPACMentoring@gmail.com\)](mailto:PharmPACMentoring@gmail.com).

2. Mentee

- All qualified Corps officers appointed into the Pharmacist Category.
 - All new call to active duty (CAD) pharmacy officers are highly encouraged to apply for the CCPMN program by submitting the “Mentoring Program Application” available as Appendix B or located on the CCPMN Web Page (https://dcp.psc.gov/OSG/pharmacy/sc_career_mentoring.aspx).
 - At any time during their career, officers may request for a mentor multiple times by submitting the “Mentoring Program Application” available as Appendix B or located on the CCPMN Web Page (https://dcp.psc.gov/OSG/pharmacy/sc_career_mentoring.aspx).
- Submitted the “Mentoring Program Application” available as Appendix B or located on the CCPMN Web Page (https://dcp.psc.gov/OSG/pharmacy/sc_career_mentoring.aspx).
- Prepared to initiate communication with the mentor within 2 weeks of receiving match notification from the CCPMN Committee via the [CCPMN mailbox \(PharmPACMentoring@gmail.com\)](mailto:PharmPACMentoring@gmail.com).

E. Implementation and Management

Mentor Nomination

- Mentor volunteers must go to the “Mentoring Program Application” available as Appendix B or located on the CCPMN Web Page (https://dcp.psc.gov/OSG/pharmacy/sc_career_mentoring.aspx). When completing the “Mentoring Program Application Form,” officers will need to specify their role as either “Mentor” or “Both” (if requesting to be both a mentor and a mentee).
- The CCPMN Committee will be alerted of a new mentor application. The CCPMN Committee will review the qualifications of the officer based on the established qualifications.

Matching Process

- Officers who complete the “Mentoring Program Application” have the opportunity to indicate in the application form if they have a potential mentor in mind. Note, the mentor should not be in the mentee’s direct supervisory chain of command.
- The CCPMN Committee will keep the requests for specific mentors in mind when performing the matches. The CCPMN Committee will be responsible for the final match recommendations for mentors and mentees.

- Identification of a mentor
 - The mentee should have the freedom of confidential communication within the confines of the mentoring relationship. Therefore, the mentor should not be in the mentee's direct supervisory chain of command.
 - The CCPMN Committee aims to match a mentor whose rank is at least one rank higher than the mentee, whenever possible and to reduce potential conflict of interest. However, if the mentee requests a specific mentor with the same rank, we may accommodate the request.
 - Additional considerations
 - Participated as a mentee in the CCPMN
 - Successfully promoted through the Commissioned Corps process
 - Requests from the mentee about the mentor (examples – certain geographic location, certain Agency, etc.)
- Mentors and mentees will be notified once an assignment has been made.
- The mentor should read and sign the “Mentor Agreement” form and submit to the [CCPMN mailbox \(PharmPACMentoring@gmail.com\)](mailto:PharmPACMentoring@gmail.com).

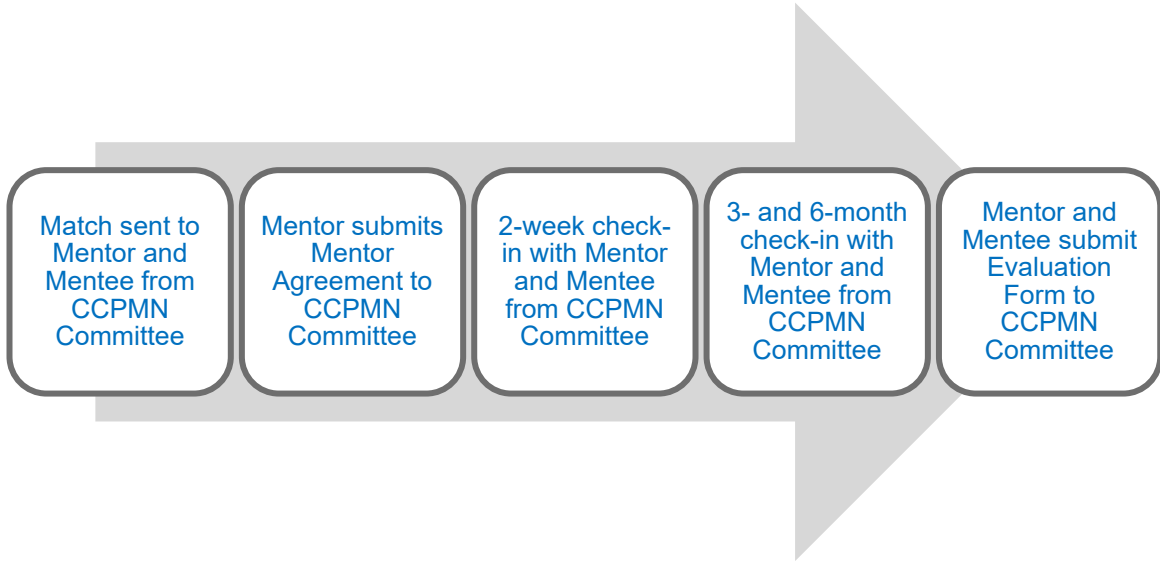
F. Program Evaluation and Successful Completion

Program evaluation is critical to the constant improvement of the CCPMN.

- The CCPMN Committee will contact mentors and mentees after two weeks of match notification to ensure contact between the mentor and mentee has begun, and at three months and six months for follow-up (as outlined below in Diagram 1).
- Evaluation forms are sent to both the mentee and mentor at the six-month conclusion of the program. Mentors and mentees should fill out and return the program evaluation forms to the CCPMN Committee within 2 weeks of the program completion.
- The CCPMN Committee is responsible for evaluating the feedback received from participants and incorporating necessary changes into the CCPMN Program Guide and other necessary documents.
- Mentees and mentors should plan to have a six-month mentoring relationship.

At the conclusion of a six-month program, after the evaluation forms (Appendix D or E) have been submitted by the mentor and mentee, participants are provided a Letter of Appreciation (LOA), signed by the PharmPAC Chair, for their time and commitment to the CCPMN program.

Diagram 1: An overview of the CCPMN Process



G. Resources

- Mentoring training, tools, and resources can be found on the PharmPAC’s Mentoring Web Page (located at https://dcp.psc.gov/OSG/pharmacy/sc_career_mentoring.aspx). The resource tools are designed to assist both the mentor and mentee to effectively participate in the mentoring relationship. It is a compilation of information from various sources that address topics and matters frequently encountered in mentoring. It also contains a “CCPMN Mentor & Mentee Workflow Guide” (available as Appendix A) of topics that can be covered within the six-month time frame of the formal mentoring relationship.
- Career development tools that might be useful for an officer who is uncertain about his/her professional goals and objectives can be found on the PharmPAC’s Career Guidance Web Page (located at https://dcp.psc.gov/OSG/pharmacy/sc_career_guidance.aspx).

- **Training Programs**

We recognize the challenge in developing a comprehensive list of resources and training programs across all the Operating Divisions (OPDIVs). We encourage the mentee and mentor to discuss and identify potential leadership training programs available through Commissioned Corps Headquarters (CCHQ) or their respective OPDIVs. While the links and examples below do not provide an exhaustive list of opportunities, it serves as a helpful foundation to initiate discussions on ways to benefit the officer.

- CCHQ Leadership Training Programs and Partner Trainings: https://dcp.psc.gov/ccmis/cchq/CCHQ_training_branch.aspx
The Training Branch is the functional arm of Commissioned Corps Headquarters with the mission of providing the comprehensive training plan and resources to support career development, readiness, and deployment education.
 - [Officer Intermediate Course](#)

The USPHS Commissioned Corps Officer Intermediate Course Training aims to build on the foundations set forth in the Officer Basic Course (OBC) and prepare the officers with knowledge, disposition, and skills necessary to serve as intermediate level officers and the future leaders of the United States Public Health Service.
 - [Advanced Leadership Training](#)

The USPHS Advanced Leadership Development Program focuses on developing practical solutions to contemporary public health challenges in leadership and management on deployment and at your duty station.
 - [U.S. Army Command and General Staff Officer Course \(CGSOC\)](#)

The CGSOC is one of the oldest and largest military leadership courses for senior O-3s and junior O-4s to assist in transitioning officers from a tactical-level focus to an operational-level perspective. The goal of the CGSOC is to “educate and train field grade leaders to serve as staff officers and commanders with the ability to build teams, lead organizations and integrate Unified Land Operations with Joint, Interagency, Intergovernmental, and Multinational partners in complex and uncertain environments.”
 - Interagency Institute for Federal Health Care Executives (IAI):

The IAI for Federal Health Leaders serves to provide an opportunity for seasoned, practicing federal health professional to examine some of the current issues in health care policy and management and to explore their potential impact on the federal health care system.
 - Leadership, Education, Analysis, Development, Sustainment (LEADS)/Joint Medical Executive Skills Institute (JMESI) Capstone Course:

The capstone course for Military Health System (MHS) leaders is the pinnacle educational course for senior leaders in the MHS who will benefit from exposure to and familiarity with entities that shape the MHS. For USPHS Commissioned Corps, the Chief Professional Officers will select officer at the rank of O-6 or higher to attend this course.

- The Office of National Drug Control Policy (ONDCP):

The ONDCP Fellows Program is an intensive, year-long program designed to allow rising Public Health Service officers the opportunity to experience, participate in, and receive training in ONDCP's wide-ranging programs, initiatives, and overall mission. The ONDCP Fellows Program was established as a developmental opportunity for selected fellowship candidates, providing a forum for policy analysis and operational input into ONDCP programs and strategy.

- OPDIV leadership training programs:

- The Learning Core Leadership Through Service (LCLTS) program:

Consist of book circle facilitators (usually one junior officer and one senior officer), who facilitate conference calls or on-site discussions regarding one of the following books by The Arbinger Institute: "Leadership and Self-Deception" or "Outward Mindset."

- **Readings**

- Harvard Business Review (www.hbr.org)

Harvard Business Review (HBR) is a general management magazine, published by Harvard Business Publishing, which covers topics relevant to leadership, negotiation, strategy, operations, marketing, and finance.

- **Example Mentoring Guides from other Uniformed Services**

Recognizing there might be mentorship guidebooks across the other uniformed services, the CCPMN is sharing an example of the mentoring guide being used in the Coast Guard:

https://wow.uscgaux.info/Uploads_wowII/AUX60/AUXILIARY_MENTORING_GUIDE_6_19.pdf and Marine Corps:
https://www.hqmc.marines.mil/Portals/143/Docs/HQMC_Mentoring_Guide.pdf.

* Information adapted from the Coast Guard Auxiliary Mentoring Guide

Appendix A: CCPMN Mentor and Mentee Workflow Guide



Commissioned Corps Pharmacy Mentoring Network (CCPMN) Mentor & Mentee Workflow Guide



Officers who are participating in the Commissioned Corps Pharmacy Mentoring Network (CCPMN) should familiarize themselves with the most recent version of the CCPMN Program Guide (“Guide”) and be prepared to discuss a wide range of topics throughout the mentor-mentee match period. While there may be material described in the Guide that may have been discussed while participating in other mentorship development programs, we encourage you to review and discuss these topics to facilitate establishing a solid foundation towards developing a successful mentoring relationship and well-informed pharmacy officer. The following framework provides recommended topics of discussion for both the mentor and mentee to utilize as a guide throughout the six-month mentoring period. At the conclusion of the six-month mentoring period, we welcome any feedback and suggestions from you on ways to improve the CCPMN Program.

This Guide is divided into the following sections to assist a mentor and mentee navigate through different discussion topics.

- Section 1:** General Information
- Section 2:** Initial Mentor/Mentee Questions
- Section 3:** Overview of USPHS
- Section 4:** Officer Development



Commissioned Corps Pharmacy Mentoring Network (CCPMN) Mentor & Mentee Workflow Guide



Section 1: General Information

Officer Details	Mentor	Mentee
Name		
Rank		
Agency/Current Duty Station		
Location (City and State)		
Years in Service		
E-mail Address		
Phone Number		
Meeting Logistics Preference (Schedule in advance; Ad-hoc; In-person)		
Number of times that you have participated in CCPMN		



Commissioned Corps Pharmacy Mentoring Network (CCPMN) Mentor & Mentee Workflow Guide



Section 2: Initial Mentor/Mentee Questions

Questions	Mentor	Mentee
What is your primary job?		
What do you hope to gain from this mentoring relationship?		
What are the top three topics you would like to focus on during the mentoring sessions?		
What questions do you have about your mentor/mentee?		
What role would you like your mentor to play (e.g., advisor, teacher, guide, resource person)?		
What non-professional interests or hobbies do you have?		
What professional organizations do you actively participate in?		
What type of feedback would you prefer (i.e., verbal, written, both)?		
How would you prefer disagreements to be handled?		
Should your supervisors be notified of the mentoring relationship?		
Do you have any concerns about the mentoring relationship? If so, what can be done to minimize these concerns?		
How should the success of the mentor/mentee relationship be measured?		



Commissioned Corps Pharmacy Mentoring Network (CCPMN) Mentor & Mentee Workflow Guide



Section 3: Overview of USPHS

Category	Suggested Talking Points	Notes from Mentor/Mentee
Public Health Service Overview	<ul style="list-style-type: none"> ❖ Mission Statement ❖ History ❖ Leadership Structure (Pharmacy CPO) ❖ Ready Reserve 	
Navigating Commissioned Corps Website	<ul style="list-style-type: none"> ❖ Login <ul style="list-style-type: none"> ○ eCORPS ○ Officer Secure Area Log-in ○ Commissioned Corps Learning Management System (CCLMS) ○ Responder e-learn ❖ Assignments ❖ COER ❖ Financial Services ❖ Medical Affairs ❖ Personnel & Career Management ❖ Policy ❖ Promotions ❖ Readiness and Deployment Branch (RDB) ❖ Training ❖ Ready Reserve 	
Topics of Special Emphasis	<ul style="list-style-type: none"> ❖ Deployment Topics: RDB, Deployment Preparation Plan (DPP), etc. ❖ Professional Advisory Committees (PAC) and Chartered Advisory Groups (CAG) ❖ Basic Readiness and Clinical Hours ❖ Benefits (Tricare, TSP, Life Insurance, USAA, etc.) ❖ Personnel (e.g., types of leave, licensure, special pay) 	
Advocacy Resources	<ul style="list-style-type: none"> ❖ Role of Commissioned Corps Liaisons ❖ Managing Workplace Conflict ❖ Commissioned Officers Association of the USPHS (COA) ❖ Military Officers Association of America (MOAA) 	



Commissioned Corps Pharmacy Mentoring Network (CCPMN) Mentor & Mentee Workflow Guide



Section 4: Officer Development

Category	Activity (Please select items that were discussed with mentee)	Notes from Mentor/Mentee
Benchmarks	Reviewed the following: <ul style="list-style-type: none"> <input type="checkbox"/> Readiness Standards <input type="checkbox"/> Commissioned Officers' Effectiveness Report (COER) <input type="checkbox"/> Curriculum Vitae (CV) <input type="checkbox"/> Officer Statement (OS)/Reviewing Official's Statement (ROS) <input type="checkbox"/> Prior Promotion Board review recommendations (if applicable) <input type="checkbox"/> Billets and Ranks <input type="checkbox"/> Awards (PHS, PAC, OPDIV, Professional Association, Community) <input type="checkbox"/> Training (OBC, Professional, Officership, Emergency Response) <input type="checkbox"/> Continuing and Advanced Education <input type="checkbox"/> Perspectives on USPHS Agencies and Details 	
Career Goal Setting	Depending on the Officer's Career Progression, we encourage both the Mentor and Mentee to identify short and long-term goals: <ul style="list-style-type: none"> <input type="checkbox"/> Specific <input type="checkbox"/> Measurable <input type="checkbox"/> Attainable <input type="checkbox"/> Realistic <input type="checkbox"/> Timely 	
Training Programs	Please look at Section G: Resources section of the Commissioned Corps Pharmacy Mentoring Network (CCPMN) Program Guide for suggested training and development programs.	
Self-Assessment	We encourage the Mentee to complete their personal leadership shield and engage in discussion with their Mentor on the various leadership elements that were identified (see attached page)	

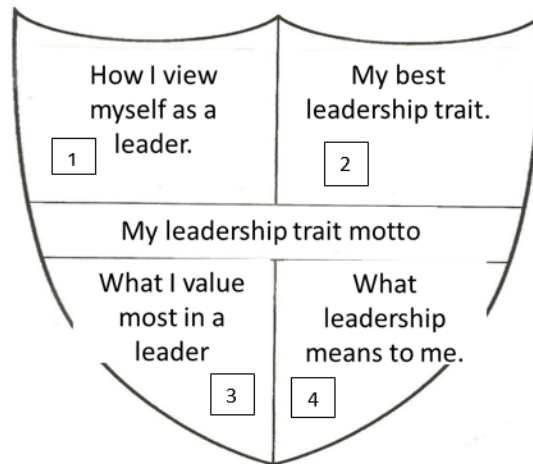


Commissioned Corps Pharmacy Mentoring Network (CCPMN) Mentor & Mentee Workflow Guide



My Personal Leadership Shield in 3 Simple Steps*

Step 1: On a blank 8 ½ x 11 sheet of white paper, recreate the shield outline, which should contain 4 sections as shown below and your leadership trait motto.



Step 2: Using pictures only, draw or copy images as a response to each of the 4 quadrants labeled 1, 2, 3, and 4. Quadrants 1 to 4 should contain pictures only and no words. The center section, “My leadership trait motto” can be written using words and should be brief.

Step 3: Once complete, share the drawing with your Mentor and describe the elements of your shield.

*Adapted from Bittle, Mark J. (Class Lecture, Leading Organizations, John Hopkins Bloomberg School of Public Health, Maryland, Summer Institute; June 2020)

Rev. 09/2023

Appendix B: CCPMN Application Form



CCPMN



Commissioned Corps Pharmacy Mentoring Network

CCPMN Application Form

Officer Name (including rank) _____

What mentoring role are you applying for? (mentee, mentor or both) _____

Current job title _____

Is your current job supervisory or non-supervisory? _____

Current practice setting _____

Current discipline/specialization _____

Current agency _____

Current duty station city/state _____

Current duty station phone number _____

Work e-mail _____

Do you have prior military service? If yes, please comment

Please list previous jobs (Agency, job title, city/state, years at job)

What was your commissioning rank? _____

What year was your last promotion? _____

Are you basic ready? _____

Please list degrees, board certifications, specialized training, or formal leadership training

How did you hear about CCPMN? _____

Have you participated as a mentee in CCPMN previously? If yes, please comment

Please list your PharmPAC involvement

For mentees, what topics are you interested in learning from your mentor? Mark all that apply

- Advancement/Promotion in the Commissioned Corps
- Continuing and Advanced Education
- Career Development and Performance Management
- Professional Organizations and Affiliations
- Perspective on PHS Agencies and Details
- Career Track Issues
- Readiness and Deployment

Other, please specify

For mentees, if you are requesting a specific officer to be your mentor, please list the officer's name (including rank) and e-mail. Please note that the requested officer should NOT be in your direct chain of command.

For mentees, please list any preferences for being matched with a mentor (e.g., certain geographic location, Agency, specialized knowledge, experience, skill, or ability, etc.)

For mentors, please rank how comfortable you would feel on mentoring in each area below (Rank on a scale from 0 to 5 with 0 being not comfortable and 5 being very comfortable)

- Advancement/Promotion in the Commissioned Corps
- Continuing and Advanced Education
- Career Development and Performance Management
- Professional Organizations and Affiliations
- Perspective on PHS Agencies and Details

_____ Career Track Issues

_____ Readiness and Deployment

Please email this form and any applicable attachments (see information below) to the [CCPMN mailbox \(PharmPACMentoring@gmail.com\)](mailto:PharmPACMentoring@gmail.com)

Please attach a copy of your current CV (required for mentors; optional for mentees)

For mentors, please attach a copy of the e-mail from your supervisor indicating that you have supervisory approval to participate as a mentor in CCPMN

Thank you for your interest in CCPMN!

Appendix C: Mentor Agreement



CCPMN



Commissioned Corps Pharmacy Mentoring Network

Mentor Agreement

Thank you for expressing an interest in serving as a mentor in the Commissioned Corps Pharmacy Mentoring Network (CCPMN). Your willingness to commit time and to impart wisdom, knowledge, and experience with another officer is to be commended.

Prior to beginning your mentoring relationship, please review the following program guidelines, sign this document and return to the [CCPMN mailbox \(PharmPACMentoring@gmail.com\)](mailto:PharmPACMentoring@gmail.com).

- I will contact my mentee within 2 weeks of receiving notification from CCPMN that I have been selected to be a mentor.
- Prior to the first meeting with my mentee, I will review the CCPMN Program Guide and be prepared to discuss a wide range of topics throughout the mentoring period.
- I will make every effort to interact with my mentee a minimum of two times per month.
- I will be responsive to the learning needs of the mentee and be sensitive to the time and energy needed for a successful mentoring relationship.
- I will keep conversations and correspondences with my mentee confidential.
- I will contact the [CCPMN mailbox \(PharmPACMentoring@gmail.com\)](mailto:PharmPACMentoring@gmail.com) at the earliest opportunity for any assistance that I need or if any areas of conflict develop.
- I will return the Mentor Evaluation Form within 2 weeks of completing the mentoring relationship.

Thank you again for your participation. Officers who share their knowledge, experience and skills provide valuable leadership for the Corps and help create a cadre of confident, competent, well-informed officers who are a source of strength and pride for the United States Public Health Service.

Print Name

Signature

Date

Name of Mentee

Return to [CCPMN mailbox \(PharmPACMentoring@gmail.com\)](mailto:PharmPACMentoring@gmail.com)

Appendix D: CCPMN Evaluation Form for Mentors



CCPMN



Commissioned Corps Pharmacy Mentoring Network

CCPMN Evaluation Form for Mentors

In an effort to evaluate the effectiveness of the Commissioned Corps Pharmacy Mentoring Network, please complete and return this evaluation form 6 months after the start of your mentoring relationship. Your comments and suggestions will be carefully reviewed and considered for incorporation into the mentoring program. Thank you for your input and support.

1. Have you had contact with your mentee?

- Yes (Go to Question 3)
- No (Go to Question 2)

2. Why have you not had contact with your mentee?

- I am waiting for my mentee to contact me.
- I have tried to initiate contact, but my mentee has not responded.
- Other, specify _____
(Go to question 10)

3. On average, how often do you interact with your mentee?

- 3 or more times per month
- Once or twice per month
- Once or twice per quarter
- Initial contact only

4. On which of the following topics have you provided information to your mentee? (Check all that apply)

- Public Health Service Overview (Mission Statement, History, Leadership Structure)
- Navigating Commissioned Corps Website
- Deployment Topics
- Professional Advisory Committees (PAC) and Chartered Advisory Groups (CAG)
- Basic Readiness and Clinical Hours
- Benefits (Tricare, TSP, Life Insurance, USAA)
- Personnel (e.g., types of leave, licensure, special pay)
- Advocacy Resources (Role of Commissioned Corps Liaisons, Managing Workplace Conflict, COA, MOAA)
- Promotion Benchmarks
- Career Goal Setting
- Leadership Self-Assessment and Leadership Training Programs
- Other, please specify _____

5. Did the mentoring relationship meet your expectations?

Yes

No

Please describe how or why not?

6. List 3 things you learned as a direct result of being in this mentoring relationship.

7. List 3 things you liked about your mentee.

8. What was least satisfying about the mentoring relationship?

9. Was the six-month mentor/mentee match satisfactory?

Yes

No

10. Your name (for tracking purposes only)

Other comments and or suggestions:

Note: All comments and suggestions made on this form will be kept confidential. All information collected will be used to identify problems and develop ways to improve the program.

Please email this form to the [CCPMN mailbox](mailto:CCPMN_mailbox) (PharmPACMentoring@gmail.com)

Thank you for participating!

Appendix E: CCPMN Evaluation Form for Mentees



CCPMN



Commissioned Corps Pharmacy Mentoring Network

CCPMN Evaluation Form for Mentees

In an effort to evaluate the effectiveness of the Commissioned Corps Pharmacy Mentoring Network, please complete and return this evaluation form 6 months after the start of your mentoring relationship. Your comments and suggestions will be carefully reviewed and considered for incorporation into the mentoring program. Thank you for your input and support.

1. Have you had contact with your mentor?

- Yes (Go to Question 3)
- No (Go to Question 2)

2. Why have you not had contact with your mentor?

- I am waiting for my mentor to contact me.
- I have tried to initiate contact, but my mentor has not responded.
- Other, specify _____
(Go to question 10)

3. On average, how often do you interact with your mentor?

- 3 or more times per month
- Once or twice per month
- Once or twice per quarter
- Initial contact only

4. On which of the following topics have you received information from your mentor? (Check all that apply)

- Public Health Service Overview (Mission Statement, History, Leadership Structure)
- Navigating Commissioned Corps Website
- Deployment Topics
- Professional Advisory Committees (PAC) and Chartered Advisory Groups (CAG)
- Basic Readiness and Clinical Hours
- Benefits (Tricare, TSP, Life Insurance, USAA)
- Personnel (e.g., types of leave, licensure, special pay)
- Advocacy Resources (Role of Commissioned Corps Liaisons, Managing Workplace Conflict, COA, MOAA)
- Promotion Benchmarks
- Career Goal Setting
- Leadership Self-Assessment and Leadership Training Programs
- Other, please specify _____

5. Did the mentoring relationship meet your expectations?

Yes

No

Please describe how or why not?

6. List 3 things you learned as a direct result of being in this mentoring relationship.

7. List 3 things you liked about your mentor.

8. What was least satisfying about the mentoring relationship?

9. Was the six-month mentor/mentee match satisfactory?

Yes

No

10. Your Name (for tracking purposes only)

Other comments and or suggestions:

Note: All comments and suggestions made on this form will be kept confidential. All information collected will be used to identify problems and develop ways to improve the program.

Please email this form to the [CCPMN mailbox](mailto:CCPMN_mailbox) (PharmPACMentoring@gmail.com)

Thank you for participating!